

**Bull Creek Restoration Project  
Pre-Bid Meeting  
June 17, 2015 @ 10:00 am  
Project Site, Beach Park, IL**

**MEETING REPORT**

This meeting report is not an addendum and does not modify the bidding documents for this project. It is provided for informational purposes only. The summary of items discussed at the pre-bid meeting contained herein may be reviewed and considered by prospective bidders prior to submitting a proposal for the work.

Purpose: Pre-bid meeting to review the project, highlight important contract provisions associated with the project, and address questions from prospective bidders.

- Introductions
  - P. Werner introduced the project team, including SMC and its design consultant, Conservation Design Forum
  - Attendees signed-in providing: contractor representative's printed name, firm's name and address, e-mail address, and telephone number
- P. Werner provided a general overview of the project and scope of work
- M. Novotney provided an overview of the bidding documents, which include the invitation to bid, instructions to bidders, bidding requirements, and proposed contract documents
  - The bidding requirements include the proposal form, bid form, work history form, organizational experience and workload form, subcontractor and supplier form, and bid security
  - The proposed contract documents include, among other items, general specifications, construction plans, technical specifications, and special provisions
- M. Novotney provided an overview of the construction plans and technical specifications
  - Significant work items were briefly reviewed
    - Significant work items include: construction and rehabilitation of grade control structures (i.e., riffles); bank stabilization and restoration practices (i.e., rock toe, streambank re-shaping); outlet stabilization structures (i.e., rock checks); restoration of disturbed areas, including installation of native plant seed; installation of native plant plugs; and, maintenance of the existing riparian buffer outside of the specified work areas (i.e., additive bid item #3).
    - The work also involves: minor clearing and tree removal; installation of soil erosion and sediment control practices; installation of construction access routes (i.e., timber mats); and, development and implementation of stream crossing and in-stream work plans
  - The construction requirements associated with each of the work items are included in the construction plans (i.e., details) and/or technical specifications
  - An overview of the access routes, which include a stabilized construction entrance and timber mat access route, and soil erosion and sediment control (SE/SC) measures to be used on-site, which include limiting disturbance, quickly restoring disturbed areas, and conducting in-stream work in the dry, was provided
  - The requirement to develop and submit an in-stream work plan and stream crossing plan prior to the start of the work was highlighted; the proposed contract documents describe methods for conducting in-stream work and stream crossings in a manner consistent with applicable regulations
- M. Novotney provided an overview of the general specifications
  - The general specifications are adapted from Section 100, General Requirements and Covenants, of the IDOT Standard Specifications for Road and Bridge Construction
  - Construction access routes and staging areas were noted
  - Project lies almost entirely on private property, within existing easements; working hours within the Village of Beach Park were noted
  - Requirements related to assignment of site superintendent, submittals, samples, and shop drawings were noted
    - Assigned site superintendent shall be on-site at all times to provide consistent line of communication; to aid in communication between contractor and owner, SMC will assign a resident project representative (RPR) to project, who will be on-site at all (or almost all) times
    - To ensure proper materials are used and to help prevent work from having to be redone on account of incorrect materials being incorporated into the work, Contractor shall have

- samples of all materials inspected and approved by the Engineer before incorporation into the work
    - The need to coordinate with utilities and have a utility locate performed was noted
    - It was noted that all necessary permits have been or will soon be obtained, and the significant requirements of those permits were briefly reviewed
    - The need for proactive communication and coordination with Owner (i.e., engineer, RPR) and Engineer was noted
      - M. Novotney stressed that communication is key to any successful construction project
- M. Novotney highlighted important contract conditions and special provisions
  - Contractor will be required to provide contract security (i.e., performance bond, payment bond), insurance certificates, and name additional insureds
  - Special provisions include a two year warranty and native plant performance; contractor will need to provide maintenance of native vegetation during two year warranty/native plant maintenance period to ensure performance standards are met
    - Contractor shall include the cost of such maintenance in the unit prices for the various items of work (i.e., base bid items)
    - Contractor will be required to provide maintenance bond at 10% of total contract value upon final completion to provide security during two year warranty/native plant maintenance period
    - Additive bid items also include vegetation management in the existing riparian buffer throughout the project reach (i.e., additive bid item #3); this work item includes removal of invasive vegetation in the existing riparian buffer and includes the entire project reach, not just the specified work areas
      - 1. Specific requirements for vegetation management are included as an attachment to the bidding documents.
  - Important contract times (i.e., final completion by Sep. 30, 2015) were noted
  - Compliance with governing laws (i.e., prevailing wage, EEO, etc.), as described in the proposed contract documents, is required
- M. Novotney reviewed the bidding requirements
  - Overview is provided in the invitation to bid
  - Instructions are contained in the instructions to bidders
  - Requirements include the proposal form, bid form, work history form, organizational experience and workload form, subcontractor and supplier form, and bid security
    - Bid security shall be at least 10% of the bidder's total bid
  - Basis of Bid form (i.e., unit price schedule) includes "items as ordered by Engineer" and additive bid items; M. Novotney provided a brief explanation of these items and noted that a more detailed written description of how the Owner handles these items is included in the instructions to bidders.
  - Bid opening Fri. Jun. 26 @ 10 AM; proposals will be accepted until this date and time
- M. Novotney reviewed procedures for handling questions during bidding
  - Questions regarding bidding documents should be directed to M. Novotney; addenda will be issued to address questions that may affect bids
  - Expected date of issuance of final addendum AM Wed. Jun. 24; only addenda can modify bidding documents
- Attendees were encouraged to participate in a site walkthrough following the meeting

The following questions were presented during the meeting:

Q: Is the Contractor required to provide an as-built survey and drawings?

A: As stated in Article SP105.06 of the Special Provisions, the Contractor shall conduct an as-built survey of the work upon completion of the work to illustrate and delineate each part or detail of the work as constructed. The as-built plan shall clearly show all as-built conditions on the project site and shall be prepared by personnel suitably qualified to complete such work. Additionally, prospective bidders shall note that, in accordance with Article 105.11 of the General Specifications and Article SP105.05 of the Special Provisions, the Contractor shall also be responsible for laying out each part or detail of the work as needed to ensure that such work will be completed in accordance with the construction plans and for surveying the work as it is performed to verify consistency with the construction plans.

Q: Are certified payrolls required?

A: As stated in Article SP107.02 of the Special Provisions, all wages paid by the Contractor, including itself, its assignees, and its successors in interest, including any subcontractors, shall be in compliance with the Illinois

Prevailing Wage Act (820 ILCS 130), as amended, except where a prevailing wage violates a federal law, order, or ruling, the rate conforming to the federal law, order, or ruling shall govern. As further stated in such Article, the Contractor and each subcontractor shall submit monthly, in person, by mail, or electronically, a certified payroll to the Owner. Such certified payrolls should be submitted along with the monthly applications for payment prepared by the Contractor in accordance with Article 109.08 of the General Specifications.

Q: How should the site preparation work be sequenced to accommodate tree removal and the installation of the timber mats?

A: As stated in Article SP108.04 of the Special Provisions, the Contractor shall be responsible for sequencing construction in a manner that facilitates the prosecution of the work in accordance with the contract documents. Prior to the start of work, the Contractor shall submit to the Engineer, for review and acceptance, a proposed sequence of construction. Article SP108.04 outlines a sequence of construction for consideration by the Contractor during the development of his or her proposed sequence of construction. Such sequence indicates that clearing and tree removal may occur prior to the installation of the timber mat construction access routes; however, the Contractor shall be solely responsible for sequencing construction in a manner that facilitates completion of the work.

Q: What is the location of the proposed construction access route and stream crossings?

A: The location of the proposed construction access route and stream crossings are as indicated on the construction plans.

Q: Do the contract documents require all stumps along the construction access route to be ground during the performance of the work?

A: There are a minimal number of standing trees that lie directly within the path of the proposed construction access route, with, per the construction plans, a maximum of 13 trees that will potentially need to be removed within such route. There are also several downed trees laying across the proposed construction access route and several other tree removals that lie within work areas. The depth to which trees and stumps need to be removed depends on the type of work area within which they are located. Generally, trees and stumps located within cut areas (e.g., re-shaped stream banks) need to be grubbed, while those located in other areas, such as within construction access routes, can be cut or ground flush with the surface of the existing grade. Prospective bidders are referred to the Clearing and Tree Removal section of the Technical Specifications for additional information on the tree and stump removal requirements associated with this project.

Q: What is the hydrology of Bull Creek like?

A: The drainage area of Bull Creek is approximately 6.0 square miles to the project reach. It has a very "flashy" hydrology, meaning that water levels and stream flows quickly increase during rainfall events and then fairly quickly decrease following such events. Baseflow measurements collected from Bull Creek just downstream of Sheridan Rd. and presented in a 2009 USGS report show typical late spring and summer baseflows of around 1 cfs or less. However, the peak discharge during the 10-year flood event (i.e., flood event resulting from approximately 3 inches of rainfall over 24 hours) is estimated to be significantly more than that, on the order of 800 to 1,000 cfs. This "flashy" hydrology has resulted in the kinds of erosion evident at the site (i.e., stream downcutting and widening) and has, at least in part, created the need for this project.

Q: The construction plans and contract documents specify that all in-stream work shall be performed in the dry. How should dry conditions be created in in-stream work areas?

A: As noted on the construction plans and within the proposed contract documents, stream flows moving through an in-stream work area may be temporarily reduced by isolating and pumping around the work area using a rock check, gravel sump, and bypass pump(s) or other methods approved by the Engineer. Following isolation, in-stream work areas may be dewatered using an evacuation pump(s) or other methods approved by the Engineer. Such methods are consistent with applicable regulations and similar methods have been successfully used on previous projects. Ultimately, the methods used to create adequate conditions for in-stream work are the responsibility of the Contractor. In accordance with Article SP105.03 of the Special Provisions, prior to the start of the work, the Contractor shall develop an in-stream work plan and review such plan with the Engineer prior to the start of the work.

Q: Can Bull Creek be diverted, through pumping or alternate methods, around the entire project reach? If so, can construction equipment be driven along the stream bed or within the stream channel?

- A: Such an arrangement would appear to present a number of technical challenges that would need to be addressed and would also need to satisfy all applicable regulations, including those associated with the Lake Co. Watershed Development Ordinance and the US Army Corps of Engineer's Regional Permit Program. These include provisions related to not substantially disrupting the movement of aquatic life through the project reach during construction, generally maintaining flow in the stream channel within the project reach during construction activity, and accounting and designing for the expected flows resulting from, at a minimum, the 10-year storm event. In accordance with Article SP105.03 of the Special Provisions, prior to the start of the work, the Contractor shall develop an in-stream work plan that is consistent with applicable regulations. Such plan shall be submitted to the Engineer and, if necessary, applicable regulatory agencies, for review and acceptance.

Bull Creek is a perennial stream with valuable habitat and aquatic resource functions and values within the existing stream channel. There are also existing stream restoration practices present within the stream channel. The applicable regulations require an effort to minimize disturbance within the stream channel to that necessary to complete the work in order to minimize impacts to habitat and aquatic resource functions and values. SMC would also like to minimize impacts to existing stream restoration practices in place along the project reach. For these reasons, the use of the stream channel as a construction access route, except at stream crossings in within work areas, will generally not be approved. Construction access routes, for the delivery of material or other purposes, are indicated in the construction plans.

- Q: When does SMC anticipate awarding a contract and when does SMC anticipate the contractor starting on the work?
- A: SMC anticipates awarding a contract at the July 9, 2015 meeting of its Board of Commissioners. Should such an award be made, a notice of award would be issued to the successful bidder the following day. The successful bidder would then have 10 days to execute and return the required contract documents. Once such documents are received by SMC, a notice to proceed can be issued to the contractor. Work may begin once the required pre-construction submittals have been received and accepted and the required pre-construction conference has been held.
- Q: At what percentage of the bidder's total bid do subcontractors and suppliers need to be named on the bidder's subcontractor and supplier form?
- A: As stated in Article 8 of the Instructions to Bidders, the bidder shall list on the Bidder's Subcontractor and Supplier Form all of the subcontractors, suppliers, individuals, or entities who will perform work or labor for or render services or supplies to the bidder in an amount in excess of ten percent (10%) of the bidder's total bid. The bidder shall identify on such form the particular work or labor or the particular services or supplies that each subcontractor, supplier, individual, or entity will perform or render.